

PERFORMANCE APPRAISAL APPLICATION

What is the Performance Appraisal Application (PAA)?

The Performance Appraisal Application (PAA) is the automated tool used to manage the NSPS performance management process. PAA is accessed through either MyBiz (for employees) or MyWorkplace (for supervisors/rating officials). You must have a user account with MyBiz or MyWorkplace. If you need information about how to obtain an account, please contact your Human Resources office.

How Does the Performance Appraisal Application (PAA) Work?

The PAA has an easy-to-use tab design to guide employees, rating officials, and higher level reviewers through each phase of the performance management process. Each tab contains the specific activities that occur within that particular phase.

The first primary tab is the Plan tab. The Plan tab is used to create, update, and view your performance plan. Until your performance plan is approved, the Plan tab is the only tab you will see. The Plan tab contains additional sub-tabs related to the planning process:

- The Plan Details sub-tab includes the dates for the performance plan and the names of your rating official and higher level reviewer.
- The Mission Goals sub-tab includes a place for you and your rating official to input important information regarding your organization's goals and priorities.
- The Job Objectives sub-tab allows you and your rating official to add new job objectives, view pending job objectives, and view approved job objectives. You can view applicable Performance Indicators and select the appropriate Contributing Factors to link to each job objective. Your rating official also may input an optional percentage weight for your job objectives when they are in pending status.
- The Component Unique (Optional) sub-tab provides a space for you and your rating official to include any unique Component-specific information, if applicable.
- The Approval and Acknowledgments sub-tab lists the detailed status of your performance plan including approvals and acknowledgements input throughout the performance management process.

The other primary tabs provide additional functionality:

- The Interim Reviews tab allows you to create your self-assessment and for your rating official to complete an evaluation as part of the required Interim Review.
- The Annual Appraisal tab allows you to create your self-assessment and your rating official to evaluate your performance and assign your recommended rating of record, your share allocation, and your performance-based payout.
- The Other Assessments tab is used to complete Closeout Assessments. If you transfer to a new rating official mid-year or were on temporary assignment, those rating officials who supervised your work can also input an assessment of your performance.
- The Reports and Forms tab includes a function to view and print sections or all of the DD Form 2906, which is the print version of the performance plan and evaluation.

P E R F O R M A N C E A P P R A I S A L A P P L I C A T I O N

The PAA v3.0 contains functionalities including the following:

- The ability to copy plans from year to year
- Copy and paste functionality that converts most Microsoft Word format characters
- Character counter that provides an accurate count of the number of characters entered or pasted
- An enhanced e-mail notification process that keeps employees, rating officials, and higher level reviewers abreast of the latest status and any changes
- Easy and standardized approvals and acknowledgement processes for establishing plans and conducting Interim Reviews and evaluations
- A Track Progress page that lets you know where you are in the performance management process
- Functionality that allows employees and rating officials to enter assessments for each job objective separately rather than in one block.
- A My Journal tab that allows employees (regardless of who has ownership of their plan/appraisal) to keep track of their accomplishments throughout the year.
- The ability for rating officials to invite guest participants to provide assessment (Guest Rater) or feedback (Guest Reviewer) for consideration when completing an employee's appraisal.
- The ability to complete a Special Purpose Rating for an employee with a level 1 rating of record who exhibits significant and sustained improvement, for at least 90 days, that equates to level 2 performance or higher.
- A Mock Pay Pool Info tab that facilitates mock pay pool deliberations. Employees and rating officials may add mock information to the PAA such as assessments, recommended ratings, number of shares, and payout distributions. Pay pool administrators and managers can download the mock data and import it into a mock CWB spreadsheet.
- The ability to transfer PAA records between regional databases. As employees move from one DoD Component/ Agency to another, their appraisal records can transfer with them. Learn More about the Performance Appraisal Application (PAA).

Learn More about the Performance Appraisal Application (PAA)

For information on using PAA, the PAA web page on the NSPS website (<http://www.cpms.osd.mil/nsps/paa.html>) and the NSPS Connect learning web page contain presentations, FAQ sheets, and *How Do I...* user guides that provide information on completing key activities for employees, higher level reviewers, and rating officials. In addition, a **Need Help?** function is embedded in PAA so that you may select it at any time to learn what to do on the screen or how to complete a process.

For more general information about the PAA, refer to the following resources on the NSPS Connect learning web page:

- *NSPS 101* web-based tutorial
- *Performance Management for Managers/Supervisors* course
- *Performance Management for Employees* course
- *Information Flow for Automated Tools* Diagram